

REQUEST FOR PROPOSAL

for the

VoteCal Statewide

Voter Registration System

RFP SOS 0890 – 46

December 13, 2007

State of California
Secretary of State
1500 – 11th Street
Sacramento, CA 95814

Table of Contents

Section I – Introduction and Overview of Requirements	
A.	Purpose of this Request for Proposal..... I-1
B.	Scope of the RFP and Bidder Admonishment..... I-1
C.	Availability..... I-2
D.	Department Official I-2
E.	Bidder’s Library Department Contact I-2
F.	Key Action Dates I-2
G.	Intention to Submit a Proposal I-3
H.	Americans with Disabilities Compliance I-3
Section II – Rules Governing Competition	
A.	Introduction..... II-1
B.	Identification and Classification of RFP Requirements II-1
C.	Proposal Requirements and Conditions..... II-1
D.	Bidding Steps..... II-3
E.	Other Information II-8
Section III – Current Systems and Opportunities	
A.	Introduction..... III-1
B.	Business Program, Functions, and Background..... III-1
C.	Business Problem and Opportunities III-10
D.	Customers and Users III-14
F.	Current Technical Environment and Existing Infrastructure..... III-17
Section IV – Proposed System Business Processes	
A.	Introduction..... IV-1
B.	VoteCal Project Scope IV-1
C.	VoteCal Project Goals and Objectives IV-3
D.	Business Benefits IV-4
E.	Proposed VoteCal System Functionality and Constraints..... IV- 5
Section V – Administrative Requirements	
A.	Introduction..... V-1
B.	Productive Use Requirements V-2
C.	Bidder Responsibility..... V-3
D.	Confidentiality..... V-5
E.	Conditions to be Examined V-5
F.	Disabled Veteran Business Enterprise (DVBE) Participation Requirement..... V-5
G.	Preference Programs V-7
H.	Qualification to do Business in the State of California V-8
I.	Other Administrative Requirements V-9
Section VI – Project Management, Business, and Technical Requirements	
A.	Introduction..... VI-1
B.	Project Activities and Plans VI-1
C.	The SOS Management Role..... VI-7
D.	Project Work Standards..... VI-8
E.	Project Staffing and Organization VI-8
F.	Business Functional Requirements VI-9
G.	Reporting Strategy VI-91
H.	VoteCal Architecture VI-91

I.	Technical Requirements	VI-92
Section VII – Cost Tables		
A.	Introduction.....	VII-1
B.	Payment Terms.....	VII-1
C.	Cost Table Instructions.....	VII-1
D.	Cost Tables and Instructions	VII-2
Section VIII – Proposal Format		
A.	Introduction.....	VIII-1
B.	Final Proposal Format and Content	VIII-1
C.	Draft Proposal Format and Content	VIII-3
Section IX – Evaluation and Selection		
A.	Introduction.....	IX-1
B.	VoteCal Evaluation Team.....	IX-1
C.	Pre-Draft Confidential Discussions	IX-1
D.	Review of Draft Proposals	IX-1
E.	Evaluation and Scoring of Final Proposals	IX-2
F.	Cost Assessment	IX-20
G.	Determination of Winning Proposal	IX-21
H.	Contract Award.....	IX-25
Section X – Demonstration of Requirements		
A.	General	X-1
B.	Preparation.....	X-1
C.	Requirements.....	X-1

Glossary

Appendix A – State Contract

SECTION I - INTRODUCTION AND OVERVIEW OF REQUIREMENTS

A. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (hereafter called the RFP) is to solicit proposals that will provide the California Office of the Secretary of State (SOS) with a new Statewide Voter Registration System (VoteCal). This is a competitive solution-based procurement that will select a Bidder to develop and implement a single, centralized voter registration database that meets applicable Help America Vote Act of 2002 (42 U.S.C. 15301, et seq.) (HAVA) requirements.

The objective of this RFP is to provide a thorough understanding of the State's current Calvoter system, HAVA requirements, and VoteCal Statewide Voter Registration System and related needs. All Bidders must propose the VoteCal System (implementation of the statewide voter registration database and integration with counties by uploading their voter registration data from their own election management systems). Bidders have the option of proposing a VoteCal Election Management System (VoteCal EMS). No Bidder will be disqualified if they do not propose the VoteCal EMS.

The term of this contract is for implementation plus one (1) year warranty concurrent with one (1) year of maintenance and operations with five (5) one-year options for maintenance and operations. Additionally, SOS requires the Bidder propose a total of one (1) five (5)-year period of software support after the warranty period at the option of SOS. The proposed solution implementation activities must be ~~substantially~~ complete by February 2010 in order to not conflict with the statewide elections.

Bidders' proposals will be evaluated across a number of categories, including business and technical experience, proposed Bidder staffing, ability to meet the business, technical and administrative requirements, project management approach, and cost. Responses to this RFP will be evaluated based on the total bid, and award, if made, will be to a single Bidder awarded the highest points as calculated in accordance with the methodology defined in Section IX - Evaluation and Selection.

B. SCOPE OF THE RFP AND BIDDER ADMONISHMENT

This RFP is being conducted under the policies developed by the Department of Information Technology and procedures developed by the Department of General Services (DGS) as provided under Public Contract Code Section 12102 et seq. This RFP contains instructions governing the requirements for a firm quotation to be submitted by interested Bidders. The format in which the proposal information is to be submitted and the material to be included are described in Section VIII - Proposal Format. Bidders may also refer to Exhibit I.B in completing their proposal. This RFP also addresses the qualifications that Bidder's proposed staff must meet to be eligible for consideration, as well as addressing Bidder's responsibilities before and after award.

This procurement will follow a phased approach designed to increase the likelihood that Final Proposals will be received without disqualifying defects. The additional step(s) will (1) ensure that the Bidders clearly understand the State's requirements before attempting to develop their final solutions; (2) ensure that the State clearly understands what each Bidder intends to propose before those proposals are finalized; and (3) give the State and each Bidder the opportunity to discuss weaknesses or potentially unacceptable elements of a Bidder's proposal and give the Bidder the opportunity to modify its proposal to correct such problems. Specific information regarding such steps is found in Section II - Rules Governing Competition, Section VIII - Proposal Format and Section IX - Evaluation and Selection.

IF A BIDDER EXPECTS TO BE AFFORDED THE BENEFITS OF THE STEPS INCLUDED IN THIS RFP, THE BIDDER MUST TAKE THE RESPONSIBILITY TO:

- **CAREFULLY READ THE ENTIRE RFP;**
- **IF CLARIFICATION IS NECESSARY, ASK APPROPRIATE QUESTIONS IN A TIMELY MANNER;**

- **SUBMIT ALL REQUIRED RESPONSES, COMPLETE TO THE BEST OF BIDDER'S ABILITY, BY THE REQUIRED DATES AND TIMES;**
- **MAKE SURE THAT ALL PROCEDURES AND REQUIREMENTS OF THE RFP ARE ACCURATELY FOLLOWED AND APPROPRIATELY ADDRESSED; AND**
- **CAREFULLY REREAD THE ENTIRE RFP AND RESPONSE BEFORE SUBMITTING EACH BID.**

C. AVAILABILITY

Bidders must be aware that all staff proposed for this solution must be available to commence work on this project within thirty (30) days of contract award, if an award is made.

D. DEPARTMENT OFFICIAL

The Department Official and the mailing address to send proposals and questions is:

Rhonda Smith
Department of General Services - Procurement
707 3rd Street, Second Floor
West Sacramento, CA 95605
Rhonda.Smith@dgs.ca.gov
Phone: (916) 375-4502 Fax: (916) 375-4505

E. BIDDER'S LIBRARY DEPARTMENT CONTACT

SOS has compiled a set of documents for Bidders to reference while preparing their response to this RFP, some in electronic format and a few that are unable to be delivered in electronic format. The Department Contact person(s) for an appointment to view the Bidder's Library for those documents in hardcopy only is:

María Harris
Office of the Secretary of State
1500 – 11th Street
Sacramento, CA 95814
Phone: (916) 653-5974

F. KEY ACTION DATES

Listed below are the dates and times by which actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFP. **ALL DATES AFTER THE FINAL PROPOSAL SUBMISSION DEADLINE ARE APPROXIMATE AND MAY BE ADJUSTED AS CONDITIONS INDICATE, WITHOUT ADDENDUM TO THIS RFP.**

<u>EVENT</u>	<u>DATE/TIME</u>
1. Release of RFP	12/13/07
2. Last day to submit Bidder's Intention to Submit a Proposal (Exhibit I.A), signed Confidentiality Statement (Exhibit I.C)	12/31/07
3. Initial Bidder Confidential Discussions begin	1/14/08

<u>EVENT</u>	<u>DATE/TIME</u>
4. Last day to submit questions for clarification of the RFP requirements and requests for contract language changes prior to Pre-Draft Confidential Discussions	2/4/08
5. Pre-Draft Bidder Confidential Discussions begin	2/19/08
6. Last day to submit (1) requests for contract language changes, (2) questions for clarification, or (3) requests for changes to the RFP requirements	3/3/08 <u>3/17/08</u>
7. Last day to protest the RFP requirements*	3/10/08 <u>4/8/08</u>
8. Submission of <u>Draft</u> Proposals due to DGS	3/19/08 <u>5/1/08</u> By 1:00 pm PDST
9. Draft Confidential Discussions with Individual Bidders begin	4/24/08 <u>6/16/08</u>
10. Submission of <u>Final</u> Proposals due to DGS	6/10/08 <u>7/24/08</u> By 1:00 pm PDST
11. Cost Proposal Opening	7/10/08 <u>8/28/08</u>
12. Notification of Intent to Award	7/23/08 <u>9/8/08</u>
13. Last Day to Protest Selection **	7/30/08 <u>9/12/08</u>
14. Contract Award and Execution	10/23/08 <u>12/12/08</u>

Additional action dates may be inserted as necessary.

* Or five (5) days following an Addendum that changes the requirements of the RFP.

** See Section II. E.1 - Protests.

G. INTENTION TO SUBMIT A PROPOSAL

Bidders that want to participate in the RFP steps should submit a Bidder's Intention to Submit a Proposal, Exhibit I.A, in accordance with Section II.D.4 - Bidder's Intention to Submit a Proposal.

H. AMERICANS WITH DISABILITIES COMPLIANCE

PROCUREMENT DIVISION (STATE DEPARTMENT OF GENERAL SERVICES) AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, employment opportunities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodation for the Procurement process, please contact the Procurement Division at (916) 375-4400 (main office); the Procurement Division TTY/TDD (telephone device for the deaf) and California Relay Service numbers are listed below. You may also contact directly the Department Official listed in Section 1.D.

IMPORTANT: TO ENSURE THAT WE CAN MEET YOUR ACCOMMODATION, IT IS BEST THAT WE RECEIVE YOUR REQUEST AT LEAST 10 WORKING DAYS BEFORE THE SCHEDULED EVENT (i.e., MEETING, CONFERENCE, WORKSHOP, etc.) OR DEADLINE DUE DATE FOR PROCUREMENT DOCUMENTS.

The Procurement Division TTY telephone number is:

Sacramento Office: (916) 376-1891

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922

TTY: 1-800-735-2929

EXHIBIT I.A – BIDDER'S INTENTION TO SUBMIT A PROPOSAL

Department of General Services - Procurement
Attn: Rhonda Smith
707 3rd Street, Second Floor
West Sacramento, CA 95605

Reference: RFP SOS 0890-46

This is to notify you that it is our present intent to do the following regarding the above referenced RFP (Bidder shall specify):

- ☐ We intend to submit a proposal, and we have no problem with the RFP requirements.
- ☐ We intend to submit a proposal, but we have one or more problems with the RFP requirements for reasons stated in an attachment to this letter.
- ☐ We do not intend to submit a proposal for reasons stated in an attachment to this letter, and we have no problem with the RFP requirements.
- ☐ We do not intend to submit a proposal because of one or more problems with the RFP requirements for reasons stated in an attachment to this letter.
- ☐ We intend to propose a VoteCal EMS in addition to the VoteCal System, and we have no problem with the RFP requirements.
- ☐ We intend to propose a VoteCal EMS in addition to the VoteCal System, and we have problems with the RFP requirements.

The following is the contact person for our company:

Name and Title: _____

Address: _____

City, State & Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

We are enclosing with this letter, as requested, the following completed documents:

- Signed Confidentiality Statement; (Exhibit I.C);

Sincerely,

Name (Signature)

Typed Name and Title

Company _____

Phone Number () _____ Fax Number () _____

EXHIBIT I.B - BIDDER'S FINAL PROPOSAL RESPONSE CHECKLIST

- DOES YOUR FINAL PROPOSAL SUBMITTAL DOCUMENTATION FOLLOW THE FORMAT SPECIFIED IN SECTION VIII - PROPOSAL FORMAT?
 - ⇒ COVER LETTER WITH ORIGINAL SIGNATURE INCLUDED?
 - ⇒ LABELED VOLUMES AS IDENTIFIED AND IN THE SPECIFIED NUMBER OF COPIES?
 - ⇒ NO COST DATA PROVIDED IN ANY VOLUMES EXCEPT VOLUME III?
- IS THE CONTRACT IN YOUR FINAL PROPOSAL AND IN ORDER?
 - ⇒ CONTRACT SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE FIRM?
 - ⇒ HAVE THE CALCULATIONS FOR COSTS BEEN CHECKED FOR ACCURACY?
 - ⇒ DO THE COSTS ENTERED ON THE COST SHEETS IN VOLUME III OF THE FINAL PROPOSAL SUBMITTAL CORRESPOND WITH THOSE COSTS IDENTIFIED IN THE CONTRACT EXHIBIT(S)?
- IS THE BOND REQUIREMENT SATISFIED?
- IN THE STATE'S "DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION REQUIREMENT" (RFP SECTION V.F), IS THE REQUIRED DOCUMENTATION INCLUDED?

BIDDERS: THE STATE MAKES NO WARRANTY THAT THE CHECKLIST IS A FULL COMPREHENSIVE LISTING OF EVERY REQUIREMENT SPECIFIED IN THE RFP. CHECKING OFF THE ITEMS ON THE CHECKLIST DOES NOT ESTABLISH YOUR FIRM'S INTENT NOR DOES IT CONSTITUTE RESPONSIVENESS TO THE REQUIREMENT(S). THE CHECKLIST IS ONLY A TOOL TO ASSIST PARTICIPATING BIDDERS IN COMPILING THEIR FINAL PROPOSAL RESPONSE. BIDDERS ARE ENCOURAGED TO CAREFULLY READ THE ENTIRE RFP. THE NEED TO VERIFY ALL DOCUMENTATION AND RESPONSES PRIOR TO THE SUBMISSION OF FINAL PROPOSALS CANNOT BE OVEREMPHASIZED.

EXHIBIT I.C CONFIDENTIALITY STATEMENT

As an authorized representative and/or corporate officer of the company named below, I warrant my company and its employees will not disclose any documents, diagrams, information and information storage media made available to us by the State for the purpose of responding to **RFP SOS 0890-46** or in conjunction with any contract arising therefrom. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by the State will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to so comply will subject this company to liability, both criminal and civil, including all damages to the State and third parties. I authorize the State to inspect and verify the above.

I warrant that if my company is awarded the contract, it will not enter into any agreements or discussions with a third party concerning such materials prior to receiving written confirmation from the State that such third party has an agreement with the State similar in nature to this one.

(Signature of representative)

(Date)

(Typed name of representative)

(Typed name of company)